Memorandum

Date   :   October 26, 2017

To   :   **Jose Becerra**
             Hospital Police Officer
             Napa State Hospital

Subject: **INVESTIGATORY INTERVIEW ADMINISTRATIVE – SUBJECT, CASE # 2017-01035A**

You are instructed to report for an administrative inquiry. This interview will be conducted and recorded by Office of Law Enforcement Support (OLES), Investigator **LaBarbara Nash.** You are a subject of this administrative inquiry.

You have a right to representation and may bring a representative if you wish. The representative cannot be a subject or a witness of this inquiry. You may record any portion of this interview or have access to the OLES recordings if any further proceedings are contemplated, or prior to any subsequent interview. You are instructed not to discuss the case prior to or after your interview except with your chosen representative.

The interview is scheduled to investigate your actions surrounding and including the following subject matter(s):

Allegations that you recorded/reported misleading and/or inaccurate information in your March 23, 2017 Incident Report #17030418, involving Patient ███████

Allegations that you were inefficient when you failed to conduct a complete, accurate and through investigation related to the March 23, 2017, Incident #17030418, involving Patient ███████

Allegations you were dishonest during a September 5, 2017 investigatory interview related to the March 23, 2017, Incident #17030418, involving Patient ███████

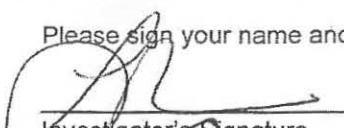The interview is scheduled for:

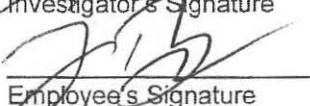**Date:**   November 8, 2017   **Time:**   1730 Hours

Location: NSH, OSI Interview Room #4

If you have any questions or you are unable to appear for this interview, please contact the undersigned investigator at ███████

Please sign your name and the date you received this notice on the space provided below:

_____
Investigator's Signature

_____   Jose BECERRA 10-30-17 1432 hours
Employee's Signature   Employee's Name (Print)   Date   Time

_____   MICHAEL Smith 10/10/17 1433 Hours
Server's Signature   Server's Name (Print)   Date   Time

c: Case File